

PRE-BID MEETING NOTICE

Please find below details for the Pre-bid meeting for the RFP23-5434- Door Access Control System for SPC Offices (Fiji) and maintenance-Preferred Supplier Agreement

If you may wish to be part of these Pre-meeting, please do send in your confirmation to procurement@spc.int with subject of your email having RFP23-5434-Pre-Bid Meeting registration, before 9th June, 2023 by 3.30pm Fiji Time.

Venue	SPC- Lotus Building, Pasifika Conference Room, Nabua
Date	12th June, 2023
Time	9.00 am- 10.00 am
Site Visit	10.00am- 1.00pm

AGENDA for Pre-bid Meeting

Purpose : **RFP23-5434 Door Access Control System for SPC Offices (Fiji) and maintenance- Preferred Supplier Agreement**

Date: 12th June 2023

Venue: Pasifika Conference Room, Lotus Building, Nabua

Time: 9.00-10.00 am

Site Visit: 10.00am-1.00pm

Item	Description
1	Welcome
2	Introductions <ul style="list-style-type: none"> a. SPC team <ul style="list-style-type: none"> - Procuring team - Procurement team b. Prospective Vendors
3	PROCUREMENT team brief presentation <ul style="list-style-type: none"> c. Organisational Structure <ul style="list-style-type: none"> - Part 1 of the RFP d. Instruction to Bidders <ul style="list-style-type: none"> - Part 2 of the RFP - Part 4 of the RFP
4	Technical/Procuring Unit – brief presentation. <ul style="list-style-type: none"> e. Scope of Works f. Part 3 of the RFP
5.	Questions from the Floor
6.	Meeting closed.
7.	Site Visit from 10.00 am to 1.00 pm